

Department of Health and Human Services
Public Health Service
Indian Health Service

Vacancy Announcement

INDIAN PREFERENCE POLICY: The Indian Health Service (IHS) is committed to affording employment preference to American Indian and Alaska Native candidates who meet the Secretary of the Interior's definition of Indian for appointment to vacancies within the IHS in accordance with established IHS policy as outlined in the Indian Health Manual, Part 7, Chapter 3. The IHS is also committed to achieving full and equal opportunity without discrimination because of race, religion, color, gender, national origin, age, physical or mental disability, and sexual orientation. The IHS has a zero tolerance for sexual harassment or reprisal.

Announcement No:	IHS-OCA-08-07
Opening Date:	August 1, 2008
Closing Date:	December 31, 2008
Area of Consideration:	Government Wide -Any qualified Indian Applicants

POSITION TITLE, SERIES, GRADE

Nurse/Clinical Nurse GS-0602-4/5/7/9

- No promotion potential beyond GS-9

SALARY RANGE:

- GS-4 \$40,701 - \$46,182
- GS-5 \$44,639 - \$51,639
- GS-7 \$48,794 - \$58,550
- GS-9 \$53,065 - \$65,008

OFFICE LOCATION:

Bemidji Area IHS facilities

- Cass Lake Indian Health Service, Red Lake, MN.
- Red Lake Indian Health Service, Red Lake, MN.
- White Earth Indian Health Service, Ogema, MN

May be adjusted on Present/Former Federal employees

Number of Vacancies: Position to be filled as vacancy occurs. This is an Open continuous vacancy announcement and applications will be referred when vacancies occur. The open continuous vacancy announcement allows this office to accept applications/resumes on a year round basis and eligible qualified applicants are placed in the applicant supply file (ASF) for a period of six (6) months. This announcement may be used to fill jobs with multiple appointment terms: permanent, temporary or term.

Your application will be included in the file of candidates established for consideration for current and/or future job vacancies. You will be considered for those vacancies that match your desired geographic locations, skills and or job preferences.

Applications that are complete in accordance with the outlined Agency application procedures will be referred to fill any current and/or future vacancies.

These positions are also being filled through Office of Personnel Management's Government-wide Direct hire Authority (DHA) for this occupation and are open to all U.S. Citizens. The Direct Hire Authority has been authorized by the Homeland Security Act of 2002 and Part 337, Subpart B, Title 5 of the Code of Federal Regulations (5 CFR). If filled utilizing DHA, the following is applicable: all applicants who meet the basic qualification requirements will be forwarded to the Selecting Official for consideration. The "rule of three," Veteran's preference and traditional rating and ranking of applicants do not apply to the Direct Hire process. Indian Preference does apply.

Position Information:

- Positions may be permanent, temporary, term, full-time, part-time or intermittent.
- Promotion potential: Positions may be filled at one of the grade levels listed above. Depending on the location, some permanent positions may have promotional potential to GS-5/7/9 level.
- Incumbents of these positions are subject to call back duty, i.e. irregular or occasional work performed on a day when work is not scheduled.
- This position requires that the selected individual obtain and maintain medical staff clinical privileges. If privileges are not obtained or maintained during employment, the employee may be subjected to an adverse action, up to and including removal from the federal service.
- Position is neither supervisory nor managerial.
- Travel and relocation expenses may be paid in Accordance with Federal Regulations. Payment of relocation expenses will be determined on a case by case basis.
- You must be a U.S. Citizen to qualify for this position.
- All application and required documents (See required documents on page 4) MUST be received by 4:30 Central Time by the date this vacancy announcement closes.
- If you are submitting your application via Federal Express/Overnight delivery, please allow at least three days prior to the closing date of this vacancy announcement due to screening of all mail prior to delivery.

BRIEF STATEMENT OF DUTIES AND RESPONSIBILITIES:

Under the supervision of a supervisory nurse, the incumbent assesses patient care needs through analysis of data gained through interviews with patient and/or family, objective findings review of health record and consultation with physician and other staff members. Incumbent recognizes the difference between the dependent and independent nursing activities and practices. Plans nursing action based on assessment and develops written nursing care plan for patients. Administers therapeutic measures as prescribed by the physician such as medication, treatments, intravenous fluids, naso-gastric suction, irrigation, etc. Sets up, operates and monitors specialized equipment such as cardiac monitors, defibrillators, etc. Evaluates nursing care based on established standards and criteria and participated in the implementation of the quality assurance plan. Provides age appropriate nursing care for neonates, infants, children, adolescents, adults and geriatrics. May assume responsibility for unit and/or facility management. Makes sound nursing judgments and clinical assignments. Communicates appropriate information of the health care team verbally and in writing such as care plans, nursing services reports, patient records, etc. Maintains confidentiality of health care information.

For GS-4 through GS-7, the incumbent will work under close supervision to gain confidence, skills and knowledge required by the next higher grade level. Incumbent will gradually receive more complex assignments and to work with greater independence until the level of performance described in the target position is achieved.

COMPETITIVE AND EXCEPTED SERVICE QUALIFICATIONS AND REQUIREMENTS: (Education and Experience)

The basic qualifications for this position are in the Operating Manual for Qualification Standards for General Schedule Positions. The Link is listed below:

<http://www.opm.gov/qualifications/SEC-IV/B/GS0600/0610.HTM>

GS-5: Candidate must have 1 year of specialized experience equivalent to at least the GS-4 grade level.

GS-7: Candidate must have 1 year of specialized experience equivalent to at least the GS-5 grade level.

GS-9: Candidate must have 1 year of specialized experience equivalent to at least the GS-7 grade level.

- Foreign Degree Note: All foreign degrees must be evaluated by a nationally recognized accrediting agency. You must submit proof of such evaluation and/or conversion.
- Applicants please note: Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualification (particularly positions with a positive education requirement). Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education. Applicants can verify accreditation at the following website:

<http://www.ed.gov/admins/finaid/accred/index.html>

- All education claimed by applicants will be verified by the appointing agency.

BASIC REQUIREMENTS:

Licensure Requirement: Applicants must have active, current registration as a professional nurse in a State, District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.

Education: Degree or diploma from a professional nursing program approved by the legally designated State accrediting agency at the time the program was completed by the applicant. (One year of nursing experience as a military corpsman that has been accepted by a State licensing body may be accepted in lieu of education at the GS-4 level.)

The following table shows the amounts of education and/or experience required to qualify for positions covered by this standard.

GRADE	EDUCATION	AND/OR	EXPERIENCE
GS-4	Completion of a program of less than 30 months' duration or associate degree	or	1 year of nursing experience as a military corpsman
GS-5	Completion of a program of less than 30 months' duration or associate degree	and	1 year of professional nursing, or of at least GS-4 level practical nurse or nursing assistant experience under the supervision of a professional nurse
	or Completion of a program of at least 30 months' duration or 4 academic years above high school or bachelor's degree		None
GS-7	Completion of a professional nursing program	and	1 year of experience equivalent to at least the GS-5 level
	or 1 full year of graduate education <i>or</i> bachelor's degree with superior academic achievement		None
GS-9	2 full years of progressively higher level graduate education or a master's or equivalent degree	or	1 year of experience equivalent to at least the GS-7 level
Equivalent combinations of education and experience are qualifying for all grade levels and positions for which both education and experience are acceptable.			

Evaluation of Education: At the GS-5 level, successfully completed undergraduate course work in nursing; the behavioral, physical, or biological sciences related to nursing; nutrition; public health; and maternal and child health in excess of that required for completion of an associate degree may be substituted for professional nursing experience at the rate of 1 academic year for 9 months of experience. Applicants for Community Health Nurse positions at GS-5 and above must have graduated from a baccalaureate or higher degree nursing program.

Graduate-level education must have been in nursing with a concentration in a field of nursing (e.g., teaching, a clinical specialty, research, administration, etc.) or in a closely related non-nursing field directly applicable to the requirements of the position to be filled. Applicants for nurse anesthetist positions at GS-9 and above must have graduated from a course of study for nurses in anesthesia of at least 18 month's duration that was accredited by the American Association of Nurse Anesthetists for the year of their graduation. Applicants for nurse midwife positions must have completed an organized program of study and clinical experience recognized by the American College of Nurse Midwives.

Evaluation of Experience: Experience must have equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position. At GS-9 and above, many positions require experience in a specialty area of nursing.

Specialized Experience: Is experience that has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of this position and that is typically in or directly related to the work of this position. The types of experience that will be credited are shown under the Statement of Duties and Responsibilities. Experience may not be substituted for training essential for performing specialized duties. Applicants must clearly demonstrate in the application that they possess strong qualifications/experience required of this position. Your description of work experience, level of responsibility and accomplishments will be used to determine that you meet these requirements. Examples of specialized experience that can be creditable are shown under, “Brief statement of Duties” above. The specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization.

TIME-IN-GRADE REQUIREMENTS: Merit Promotion candidates must have completed 52 weeks of service no more than 1 grade lower than the position to be filled.

- Applicants must meet all qualification requirements within 30 calendar days after the closing date of this announcement.

EVALUATION METHOD:

Evaluation is made on the basis of appropriate education, experience, performance, appraisals, training, self-development, outside activities and special awards. Experience related to tribal involvement and to Indian community projects will also be evaluated.

Your description of work experience, level of responsibility, and accomplishments will be used to determine that you meet these requirements. Applicants who meet the basic qualification requirements described in this announcement will be further evaluated by determining the extent to which their work or related experience, education, training, awards, outside activities, performance appraisals, etc., indicate they possess the **Knowledge, Skills, and Abilities (KSA)**, described below.

All applicants should provide clear, concise examples that show level of accomplishment or degree to which they possess the KSAs, and submit their answers and responses as a separate attachment. The information provided will be used to determine the .Best Qualified. Candidates. **Failure to respond to the KSA questions may result in loss of consideration.**

Please address the following Knowledge, Skills, and Abilities (KSAs):

1. Knowledge of nursing care principles, practices and procedures required to assess nursing needs of assigned patients.
2. Knowledge and ability necessary to provide care appropriate to the age of patients served.
3. Ability to develop or participate in developing a nursing plan to meet the needs of assigned patients.
4. Ability to recognize adverse signs and symptoms and to react swiftly in an emergency situation.
5. Skill in operating specialized medical equipment.

These standards also cover positions in the Excepted Service filled under 5 CFR 213.3116(b)(8) by Indians entitled to Indian Preference.

Merit Promotion Candidates (MP): Applicants will be accepted from status eligible applicants (e.g. reinstatement eligible and current permanent employees in the Competitive Federal Service) and from current permanent IHS employees in the Excepted Service.

Excepted Service Examining Plan (ESEP) Candidates: Applicants will be accepted from individuals entitled to Indian Preference. Current permanent IHS Excepted Service employees and Competitive Service employees or reinstatement eligible applicants entitled to Indian Preference may also apply under the provision of the Indian Health Service ESEP.

- Candidates **MUST INDICATE** whether their application is being submitted under the IHS Excepted Service Examining Plan or the IHS Merit promotion Plan or both if applicable.

Veteran's Preference: Veterans who are preferable eligible and who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply. To claim Veteran's preference,

veterans should provide a copy of their DD-214, Certificate of Release or Discharge from Active Duty or other proof. Veteran's with service connected disability and others claiming 10 point preference must submit form SF-15, Application for 10-point Veterans Preference. For more information on all Veteran's employment issues such as Veteran's preference or special appointing authorities, see the VETGUIDE found at website: www.opm.gov

The Veteran's Employment Opportunity Act (VEOA) gives Veteran's access to job vacancies that might otherwise be closed to them. The law allows eligible Veterans to compete for vacancies advertised under agency's promotion procedures when the agency is seeking applications from outside of its own workforce.

Commissioned Corps Officers: PHS Commissioned Corps officers are invited to apply for applicable professional positions for which they are qualified. The USPHS Commissioned Corps Officers who wish to apply for this vacancy announcement must submit a resume and meet the same experience and training requirements for positions as Civil Service applicants as provided by the Indian Health Manual, Part 7, Chapter 3, and must submit all documents specified in this announcement including KSAs, transcripts, registration, etc.

Career Transition Assistance Program (CTAP)/Interagency Career Transition Plan (ICTAP): Surplus or displaced employees covered by the U.S. Department of Health and Human Services CTAP program or the ICTAP program for all agencies, may apply and will be given special selection priority if determined to be eligible and well qualified. Well qualified is defined as displaced Federal employees who meet all education and experience requirements, applicable service factor(s) and receive a minimum rating of 90 out of a possible 100. For information on how to apply and required proof of eligibility, please refer to these hyperlinks: for CTAP: <http://career.psc.gov/chpublic/ctap.html> and for ICTAP: <http://career.psc.gov/chpublic/ictap.html> .

Reasonable Accommodation for Disabled Applicants: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Division of Human Resources at (301)443-6520. The decision on granting reasonable accommodation will be on a case-by-case basis.

TTY NUMBER IS 301.443.6394.

REQUIRED DOCUMENTS:

1. Submit one of the following: OF-612, Optional Application for Federal Employment; or resume which must include information as indicated on the OF-612. The OF-612 may be downloaded from: <http://www.opm.gov/forms/html/of.htm>
2. A written response to each KSA. In addressing each KSA, please include position held, specific tasks, assignments, problems resolved, your level or responsibility and results achieved. These statements will impact on the evaluation and ranking processing.
3. For Commissioned Officers, a copy of the most recent Commissioned Officers Effectiveness Report and your current billet/orders.
4. Current Civil Service employees and reinstatement eligible applicants must submit a copy of your recent SF-50 (Notification of Personnel Action).
5. Indian Preference applicants – to obtain Indian preference, applicants must provide a completed copy of FORM BIA 4432. Applicants who wish to receive Indian Preference MUST submit the FORM BIA 4432, Verification of Indian Preference for Employment in BIA and IHS Only. Indian Preference will not be given unless Form BIA 4432 is attached to the application.
6. Handicap, VEOA, VRA, disabled veterans and other eligible under special appointing authorities must clearly specify this eligibility on their application and submit proof of appointment eligibility. If applying under VEOA or VRA, a DD214 (Certificate of Military Discharge) must be submitted with application. If applying under disabled veteran, a DD214, SF-15 and a letter from the Veterans Administration (if receiving disability compensation) must be submitted with application.
7. If you are substituting education for experience, or if there is a positive education requirement, you must submit a copy of your college transcript {OPM form 1170 and CSC form 226 are obsolete and are no longer accepted in lieu of college transcripts}. Education above the high school level WILL NOT BE CREDITED without official verification (e.g., copy of transcripts, official transcripts preferred).
8. Applicants are also requested but not required to complete an Applicant Background Survey. Submission of this survey is strictly voluntary and is available at: http://www.psc.gov/forms/HHS/HHS_Applicant_Background_Survey.pdf . The form is used for statistical purposes only and will not be forwarded to the selecting official(s).

FAILURE TO SUBMIT THE ABOVE REQUIRED DOCUMENTS WILL ELIMINATE CANDIDATES FROM CONSIDERATION FOR THIS POSITION.

HOW TO SUBMIT YOUR APPLICATION

1) You may submit your application by the U.S. Mail or other commercial carrier. Applications may be mailed to the following address:

Bemidji Area Indian Health Service
Human Resource Office
522 Minnesota Ave, NW
Bemidji, MN 56601

Applications mailed using government postage and/or internal federal government mail systems are in violation of agency and postal regulations and will not be accepted.

2) You may submit your application in person. If you wish to submit an application in person, please bring your application to:

Bemidji Area Indian Health Service
Human Resource Office
522 Minnesota Ave, NW
Bemidji, MN 56601

3) You may submit your application by email. If you wish to submit your application by email, you may send it to the following email address:

BEMHR@ihs.gov

If you choose to use email to submit your application, all required supporting documents should be included as .pdf attachments to the application and included in the email submission.

Vacancy Announcements may also be downloaded from the OPM website, USAJobs, <http://www.usajobs.gov> or IHS website, www.ihs.gov. NOTE: Applicants may use the online form to assist them in developing their application. However, since the USA jobs transmission does not allow for the inclusion of attachments, the final application should be printed and all required supporting documents listed above should be included as attachments to the application and submitted by one of the three methods above (mail, in person delivery or email).

OTHER IMPORTANT INFORMATION:

- All applications are subject to retention. Requests for copies will not be honored. Additional information will not be solicited by this office.
- For additional information, contact Bemidji Human Resources at: 218-444-0487.
- Before hiring, the IHS will ask you to complete the Optional Form (OF) 306, "Declaration for Federal Employment" to determine your suitability for Federal employment, to authorize a background investigation and to certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed.
- If you are a male over the age of 18 and born after December 31, 1959, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.
- The law prohibits public officials from appointing, promoting or recommending their relatives.
- Federal annuitants (military and civilian) may have their salaries reduced. All employees must pay any valid delinquent debt or the agency may garnish their salary.

THE IHS IS A TOBACCO-FREE ENVIRONMENT AND AN EQUAL OPPORTUNITY EMPLOYER

WHERE TO APPLY:

**Indian Health Service
Bemidji Area Human Resources
522 Minnesota Avenue
Bemidji, Mn 56601**

- A copy of this announcement may be obtained by calling **Tony Buckanaga** (218) 444-0486. Vacancy Announcements may also be downloaded from the **OPM Website - USAJOBS**, www.usajobs.opm.gov or

IHS Website, www.ihs.gov.

- For additional information, contact the Division of Human Resources at (218) 444-0473.
- All applications are subject to retention. Requests for copies will not be honored. Additional information will not be solicited by this office.

OTHER IMPORTANT INFORMATION:

- **Verification of Indian Preference:** Applicants who wish to receive Indian Preference **MUST** submit the BIA Form 4432, *Verification of Indian Preference for Employment in BIA and IHS Only*. This certifies the applicant an Indian as defined by the Indian Health Manual Chapter 7, Part 3. **Indian Preference will not be given unless BIA Form 4432 is attached to the application/resume.**
- Before hiring, the IHS will ask you to complete a "Declaration of Federal Employment" (OF-306) and Addendum to OF-306 (Child Care and Indian Child Care Worker Positions) to determine your suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of all the information in your application. Under P.L. 101-630 Indian Child Protection Act, anyone who answers in the affirmative will be found ineligible and unsuitable for employment in the Indian Health Service. If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed.
- If you are a male over the age of 18, and born after December 31, 1959, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.
- The law prohibits public officials from appointing, promoting, or recommending their relatives.
- Federal annuitants (military and civilian) may have their salaries reduced. All employees must pay any valid delinquent debt or the agency may garnish their salary.

THE FOLLOWING STATEMENT MUST ACCOMPANY ALL APPLICATIONS:

"I authorize any and all persons involved directly and/or indirectly in the selection process to review my application".

Signature of Applicant

HOW TO APPLY

Choose one of the following forms to apply for this job.
Please submit one application or resume for each different job.

Optional Application for Federal Employment (Form number OF-612)	Resume or Other written application format with information requested below.
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***If your resume or application does not provide all the information we request, you may lose consideration for a job.
Persons who submit incomplete applications will be given credit ONLY for the information they provide and may not, therefore, receive full credit for their veteran preference determination, Indian preference, education, training and/or experience.

Your resume or other application format **MUST** contain the following information:

JOB INFORMATION

Announcement number, title, and grade(s) of the job for which you are applying

PERSONAL INFORMATION

Full name, mailing address (with zip codes), day and evening phone numbers (include area codes),

Social Security Number

Country of citizenship

EDUCATION

High School (name, city, and state) and date of diploma or GED

College and/or universities (name, city, and state, major, type and year of degrees received)

Copies of college transcripts, if applicable. **Education will NOT be given credit without them.**

WORK EXPERIENCE

Give the following for your paid and non-paid work experience related to the job for which you are applying:

Job title (**if Federal, please indicate series and grade & submit SF-50**)

Duties and accomplishments

Employer's name and address

Supervisor's name and phone number

Starting and ending dates (**month and year**)

Hours per week

Salary

Indicate if we may contact your current supervisor

OTHER QUALIFICATIONS

Give dates but do not send documents unless requested:

Job related training courses (title and year)

Job related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed

Job related certificates and licenses (if you are a licensed medical professional, submit copy of license to practice)

Honors, awards, and special accomplishments, for example, publications, memberships, in professional or honor societies, leadership activities, public speaking, and performance awards.

KSA Ranking Factors (see vacancy announcement)

Submit the following documents along with your chosen application format if you are in one of the following categories:

COMMISSIONED OFFICER

A. *Current Billet description.*

B. *Most recent "Commissioned Officers Effectiveness Report".*

C. *All other documents specified in this announcement including KSAs, transcripts, registration, etc."*

INDIAN PREFERENCE

Verification of Indian Preference for Employment, Bureau of Indian Affairs (BIA) Form-4432.

Preference will not be given unless a copy of the 4432 is attached to the application.

VETERAN PREFERENCE

Certificates of Release or discharge from Active Duty, VA form DD-214, and/or Application for 10-point Veteran Preference, Form SF-15.
To receive preference if your service began October 15, 1976, you must have a Campaign Badge, Expeditionary Medal, or a service connected disability. Preference will not be given unless a copy of the DD-214 (with appropriate dates) is attached to the application.

FEDERAL EMPLOYEE

(Current, former, or displaced)
A. *Notification of Personnel Action, SF-50.*

B. *Most recent numerical performance rating.*

Priority consideration will not be given to DISPLACED FEDERAL EMPLOYEES, unless a copy of the appropriate documentation such as a RIF separation letter, a letter from OPM or your agency documentation showing your priority consideration status is attached to the application.

Applicant Background Survey**GENERAL INSTRUCTIONS**

This survey is used to collect and analyze data involving race, sex, age, disability, and national origin from applicants for employment. The information you provide will be used for statistical purposes only and will not in any way affect you individually. While completion of this form is voluntary, your cooperation is important to help ensure accurate information regarding employment practices. We ask you to answer each of the questions to the best of your ability. Print your answer clearly. Read each item thoroughly before selecting the appropriate response.

A. Announcement number(s) and/or position(s) for which you are applying:**B. Year of Birth:****C. For Agency Use:****D. How did you learn about the position or exam for which you are applying? For example: radio, job fair, friend, newspaper, school counselor, etc.****E. Ethnicity**

- ☐ HISPANIC or LATINO - a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- ☐ NOT HISPANIC or LATINO

F. Race (select one or more)

- ☐ AMERICAN INDIAN or ALASKA NATIVE - a person having origins in any of the original peoples of North or South America (including Central America), and who maintains tribal affiliation or community attachment.
- ☐ ASIAN - a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, or Vietnam.
- ☐ BLACK or AFRICAN AMERICAN - a person having origins in any of the black racial groups of Africa.
- ☐ NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER - a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific islands.
- ☐ WHITE - a person having origins in any of the original peoples of Europe, the Middle East, or North America.

G. Sex

- ☐ Male
- ☐ Female

H. Disability

A person is disabled if he or she has a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.

- | | |
|--|--|
| <input type="checkbox"/> I do not have a disability | <input type="checkbox"/> Convulsive disorder |
| <input type="checkbox"/> Deaf | <input type="checkbox"/> Mental retardation |
| <input type="checkbox"/> Blind | <input type="checkbox"/> Mental or emotional illness |
| <input type="checkbox"/> Missing extremities | <input type="checkbox"/> Severe distortion of limbs and/or spine |
| <input type="checkbox"/> Partial paralysis | |
| <input type="checkbox"/> Complete paralysis | |
| <input type="checkbox"/> I have a disability, but it is not listed (<i>specify</i>): | |

PRIVACY ACT AND PAPERWORK REDUCTION STATEMENT

Privacy Act Information: This information is provided pursuant to Public Law 93-579 ("Privacy Act of 1974") for individuals completing Federal records and forms that solicit personal information. The authority is Title V of the U.S. Code, sections 1301, 3301, 3304, and 7201. ■ **Purpose and Routine Uses:** This form is maintained in Privacy Act system records 09-90-0006, Applicants for Employment Records, HHS/OS/ASMB. The information in this survey is used solely for research and for statistical purposes to help ensure that agency personnel practices meet the requirements of Federal law. No other uses will be made of this information. This form will be separated from other application materials upon receipt. ■ **Effects of Non-Disclosure:** Providing this information is voluntary; no individual personnel selections are made based on this information. ■ **Paperwork Reduction Act Statement:** A Federal agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a current valid OMB control number. Public reporting burden for this collection of information is estimated to vary from one to three minutes with an average of two minutes per response, including time for reviewing instructions, and completing and reviewing the collection of information.